

Cooperative Extension Specialist and Director Nutrition Policy Institute (NPI) at the University of California

Position Overview

The University of California, Agriculture and Natural Resources (UC ANR) invites applications for a **UC Cooperative Extension (UCCE) Specialist to become the next Director of the Nutrition Policy Institute**. NPI engages in and incorporates others' rigorous research to strengthen public policy relating to food and nutrition, particularly state and federal policy that focuses on food disparities impacting low-income individuals, families, and communities.

The Director leads strategic food and nutrition policy research, cultivates partnerships, identifies and secures grant funding, and provides overall leadership and operational oversight of the Nutrition Policy Institute (NPI). NPI is a special statewide program within UC ANR, with the mission of conducting, translating, and bringing to decision makers and the community policy-relevant research to transform environments for healthy children, families, and communities. NPI's goal is to achieve optimal nutrition and health by improving federal, state and local nutrition programs and policies, food systems, and physical and social environments. NPI focuses on populations experiencing health disparities in California and nationally.

UCCE Specialists develop and conduct research and educational programs aimed at appropriate clientele groups in communities outside of UC campuses. UCCE Specialists have programs of primarily mission-oriented research or creative work that support the university's efforts in extending knowledge, including outreach and community engagement. Mission-oriented research describes the complete research continuum that extends from basic research to applications of research results. This research is generally applied in nature and has, as a goal, the solution of a problem facing society that is related to the mission of the UCCE Specialist's discipline and the UCCE mission. UCCE Specialists will publish the results of applied research in a combination of research publication types, whether peer-reviewed or not, based on the relevant audiences served by the UCCE Specialist's program.



The extension program disseminates knowledge and information to clientele groups for their use in improving their abilities to understand and address problems and opportunities facing them. The extension educational program serves the University's public service mission. Educational program activities include, but are not limited to, collaborations with UCCE Advisors, other UCCE Specialists, campus faculty, program teams, workgroups, or clientele groups; developing and presenting educational materials; communicating to clientele through broadcast, print, or electronic media; participating in meetings with clientele; developing and presenting in-service training courses; organizing or participating in workshops, field tours, symposia or conferences; and taking action to ensure appropriate stakeholder input, including the communities potentially involved in or impacted by the research, into the planning of research and educational programs by UCCE. Much of this work is conducted in partnership with UC ANR's locally based UCCE Advisors. The UCCE Specialist – Advisor and faculty partnership creates an applied research network that benefits both the University and the public at large.

Location Headquarters: University of California Office of the President, Oakland, California

Position Details

Major Duties and Responsibilities include:

- Partner with internal and external stakeholders to ensure the vision and mission of the Institute remain innovative and relevant in a changing field and world.
- Inspire the team of NPI professionals to foster excellence in studying, evaluating, and addressing critical food and nutrition policy issues in the state of California and nationally.
- Identify and secure new funding opportunities to support applied research and extension activities benefiting the nutrition and health of people and communities in California and nationally, including idea generation, cultivation of strategic partnerships, preparation of grant applications, maintenance of existing and development of new state and federal agency contracts, and engagement with other funding organizations.
- Lead and oversee large contracts and grants supporting applied nutrition research including the scientific assessment of outcomes and impacts, budget management, communications with funding agencies on progress and deliverables, and translation and dissemination of results for academic, policy, practice, and lay audiences.
- Oversee a team of academics, staff, and students conducting research and managing operations, which includes hiring, supervision, annual performance evaluations, merits and promotions as well as overall budget and communications oversight.
- Generate and communicate scientific information through engagement and dissemination with partner organizations, impacted individuals and communities, policy makers, state and federal agencies, and other stakeholders.
- Lead the coordination and preparation of co-authored peer-reviewed journal articles, conference presentations, research briefs, policy papers, and funder reports adding substantively to the evidence-based for impactful public health nutrition.

Leadership and Administrative Elements

Leadership: Provide vision, inspire, and motivate others with positive attitude and actions; set a high standard for excellence; innovate and foster improvements; model and support a healthy working environment; encourage and be open to exploring new ideas; cultivate the next generation of food and nutrition policy researchers and leaders; and provide active, ongoing advocacy and support for NPI and other related ANR programs. Provide

administrative and academic leadership to NPI personnel, overseeing their activities and responsibilities. Represent NPI by participating in relevant ANR committees and attending relevant ANR meetings.

Administrative Policy: Understand and uniformly apply UC policies; provide useful and timely feedback to personnel; take timely disciplinary action within UC procedures, if necessary; and work with staff in advance of deadlines for required records and reports.

Budget and Funding: Successfully secure sources of support for NPI research and extension activities; effectively manage and equitably allocate resources among established priorities; monitor the use of resources and comply with all relevant policies; and maintain effective working relationships with internal and external partners to form strong support networks for NPI/UCCE. Generate political and financial support for NPI and food and nutrition policy research, education, translation, and outreach.

Human Resources: Be an effective listener and communicator; take responsibility for own actions; be open to learning and growth; motivate others; keep commitments; and cultivate support for UC ANR. Demonstrate concern for all staff; effectively oversee all personnel supervision, annual evaluations, merits and promotions, and take appropriate disciplinary actions; make effective use of staff expertise to strengthen the team; and invest in improving all staff expertise and support professional development.

Advocacy and Communication: Be a spokesperson for the improved understanding and creation of knowledge on key state and federal food and nutrition policy issues through interactions with federal and state agencies, private foundations, relevant advocacy and community-based organizations, and UC-based nutrition programs.

Counties of Responsibility. This position is focused on work across the state. This is an exciting opportunity to have meaningful impacts in a wide range of diverse communities throughout California.

Reporting Relationship: The Director serves under the administrative and programmatic guidance of the Vice Provost for Academic Personnel and the Associate Vice President of Research and Extension. It is not a remote position; the candidate must be available to work onsite at the headquarters location and travel to and be present in other counties with programmatic responsibilities. Specific expectations for maintaining office hours and fieldwork in the geographic area covered by this position will be outlined upon hire by the respective directors and supervisors.



Qualifications and Skills Required

Education: Education: A minimum of a Ph.D. degree or equivalent in nutrition, public health, public health administration, or related field is required at the time of appointment.

Key Qualifications

- A minimum of 5 years of experience leading research to inform nutrition programs, policy, systems and environmental change.

- Established record of obtaining extramural funding and administering large contracts and grants.
- Academic training and/or professional experience must include research design and evaluation methodologies related to public policy in nutrition.
- Demonstrated ability to work effectively with and build teams of academics.
- Demonstrated ability to communicate effectively both orally and in writing to scientists and policy makers as well as lay audiences.
- Demonstrated experience in actively identifying nutrition disparities and deficiencies and developing and promoting research-based policy solutions.
- Demonstrated experience in program initiation, budgeting and personnel management.
- Experience in the application of principles of diversity and inclusion into program research design and/or policy recommendations.
- A background investigation will be required for the successful candidate, including fingerprinting and a criminal history clearance by the Department of Justice and the Federal Bureau of Investigation. This position is subject to the requirements and compliance of California’s Child Abuse and Neglect Reporting Act (CANRA). Employment within UC ANR is contingent upon securing written acknowledgement to comply with California law.
- Willingness to travel regionally and nationally on a frequent basis. Ability and means to travel on a flexible schedule as needed, proof of liability and property damage insurance on vehicle used is required. Must possess a valid California Driver’s License to drive a County or University Vehicle.
- As a condition of employment, the finalist will be required to disclose if they are subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct, are currently being investigated for misconduct, left a position during an investigation for alleged misconduct, or have filed an appeal with a previous employer.
“Misconduct” means any violation of the policies or laws governing conduct at the applicant’s previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer.

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy for Employees, Students and Third Parties](#)

[APM - 035: Affirmative Action and Nondiscrimination in Employment](#)

Desired Experience

- Credentialing as a Registered Dietitian or Registered Dietitian Nutritionist.
- Experience working with nutrition-related policies at a range of levels from local to federal.
- Experience on state and/or national committees related to nutrition and/or nutrition policies.

Skills Required

To be successful, Cooperative Extension Specialist positions require skills in the following:

Technical Competence and Impact

- Maintain academic research activities and extension relevant to adults, families, and youth with an emphasis on nutrition policy, federal nutrition assistance programs, and nutrition-related disease prevention, including associated issues such as food and nutrition security, physical activity, health literacy and culturally relevant messaging.

Communication

- Promote research to inform and support UC ANR programs.
- Develop methods and materials to effectively communicate policy-relevant food and nutrition research.
- Disseminate research and policy results and accomplishments to academic, community and state/national leadership audiences through presentations, peer-reviewed and non-peer-reviewed publications, research and policy briefs, and other communications as appropriate including the NPI website, email newsletter and social media.

Collaboration, Teamwork and Flexibility

- Build teams of faculty and outside collaborators to compete for grants at the state and federal levels.
- Coordinate the preparation and dissemination of reports and scientific publications resulting from research conducted at NPI.
- Coordinate with the UCCE Community Nutrition and Health (CNH) Statewide Director to promote interdisciplinary efforts in nutrition education and research and collaborate with other UC nutrition-related centers and CE institutions in California.
- Interface with local, state and federal organizations and agencies to identify issues and coordinate sources of support associated with nutrition-related research and outreach needs.

Lifelong Learning

- Participate in professional organizations and collaborate with state governmental and health agencies.
- Demonstrate commitment to ongoing growth – both professionally and as a person.

Salary & Benefits

Salary: The beginning salary will be in the Cooperative Extension Specialist series, Associate Step 1 \$109,000– Full Title Specialist Step VI \$184,500 and commensurate with applicable experience and professional qualifications. For information regarding the Cooperative Extension Specialist series salary scales, please refer to <https://www.ucop.edu/academic-personnel-programs/files/2024-25/july-2024-scales/t29.pdf> If the successful candidate is currently a UCCE specialist with indefinite status, the candidate will be offered the position commensurate with applicable experience and professional qualifications with eligibility to retain such indefinite status.

This position is eligible for indefinite status, subject to terms noted in Section 315 of the [ANR Policy and Procedure Manual \(PPM\)](#).

The Cooperative Extension position is a two- or three-year renewable term appointment. Performance in this position is evaluated annually with merit actions being evaluated every two or three years. Upon completion of a successful review, you may be reappointed for another definite term. Our intention with this definite term appointment is to reappoint based on positive performance reviews and the continuing need for the position.

Benefits: The University of California offers comprehensive benefits including two days per month paid vacation, one day per month paid sick leave, and approximately thirteen paid holidays per year. This position is eligible for sabbatical leave privileges as per the terms of University policy. ANR is part of UC's Family-Friendly Policies. For more information, refer to the UC Benefits website at: <http://ucnet.universityofcalifornia.edu/>

About UC ANR

UC ANR is a division of the University of California system that bridges the gap between local issues and the expertise of the UC system by providing research-based information, educational programs, and technical expertise to the public in areas such as agriculture, natural resources, nutrition, and youth development. UC ANR is part of a nationwide Cooperative Extension network, which began in the early 20th century to connect research from land-grant universities with the everyday needs of people in communities across the United States. Today, we collaborate with farmers, ranchers, diverse communities, youth and adult educators, and policymakers to address local and statewide issues related to food systems, water, climate change, and sustainable agriculture through a statewide network of campus-based researchers, county-based Advisors, and community educators. Our mission is to cultivate thriving communities, sustainable agriculture, resilient ecosystems, and economic prosperity in California and globally through equitable generation and sharing of collaborative, science-based solutions. Over 180 UCCE Advisors conduct applied research and extension education from county-based UCCE offices serving all 58 counties from 70+ locations. By working and living among those we serve, UC ANR expands the University of California's reach to engage all people and communities in California, ensuring equal access to the resources UC has to offer. Our vision is that UC ANR will be valued in every California community for meaningful engagement and making a positive difference in people's lives.

About the Nutrition Policy Institute:

Initiated in 2014, the Nutrition Policy Institute (NPI) is a UC ANR statewide unit that conducts, translates and disseminates policy-relevant research to transform environments for healthy children, families, and communities. NPI researchers collaborate with other researchers throughout the UC system as well as local, state, and national partners. NPI projects are funded primarily from grants and contracts with 20-30 active research and evaluation projects underway at any given time, with a focus on the federal nutrition assistance programs and communities with low income. NPI includes a staff of over 30 researchers, students (ranging from undergraduate to post-graduate) and administrative staff. More information about NPI can be found at: [Nutrition Policy Institute \(ucanr.edu\)](http://NutritionPolicyInstitute.ucanr.edu).

Learn more about

- [UC ANR](#) and [UC ANR Mission Statement](#).
- UC ANR administers [Statewide Programs and Institutes](#) that focus research and extension on solving priority problems that engage ANR academics and UC faculty in integrated teams
- UC ANR [Strategic Initiatives](#) help unify, communicate, and advocate for the work we do.
- UC ANR uses seven [Public Value statements](#) to communicate how our work makes a difference to the public.
- UC ANR academics are expected to share and exhibit UC ANR's commitment to UC ANR's [Affirmative Action policy](#)
- UC ANR academics are expected to share and exhibit UC ANR's commitment to [Diversity, Equity and Inclusion](#)
- The University of California Agriculture and Natural Resources is committed to attracting and retaining a diverse workforce and will honor your experiences, perspectives, and unique identity. We encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ+ community members, and others who demonstrate the ability to help us create and maintain working and learning environments that are inclusive, equitable and welcoming.

How to Apply

If interested in this position, please visit: <https://recruit.ucanr.edu/> and choose “applicants” (refer to position #24-13)

Closing Date: To assure full consideration, application packets, including a candidate DEI and research statement, must be received by **February 16, 2025** – (open until filled).

Questions?

Contact Tatiana Avoce – email : tavoce@ucanr.edu

Applicants may wish to explore the UC Davis Services for International Students and Scholars web page at <https://siss.ucdavis.edu> and the [UC ANR Green Card Sponsorship Guidelines & FAQ's](#) for reference.

University of California Cooperative Extension

As a University employee, you will be required to comply with all applicable University policies and/or collective bargaining agreements, as may be amended from time to time. Federal, state, or local government directives may impose additional requirements.

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status or other protected categories covered by the UC nondiscrimination policy.

As of January 1, 2014, ANR is a smoke- and tobacco-free environment in which smoking, the use of smokeless tobacco products, and the use of unregulated nicotine products (e-cigarettes), is strictly prohibited.